

# California Energy Commission



<b>CLASSIFICATION:</b>	<b>ASSOCIATE GOVERNMENTAL PROGRAM ANALYST</b>
<b>TENURE:</b>	<b>Permanent</b>
<b>TIME BASE:</b>	<b>Full Time</b>
<b>SALARY:</b>	<b>\$4,600-\$5,758</b>
<b>LOCATION:</b>	<b>Energy Systems Research Office Energy Research and Development Division</b>
<b>FINAL FILING DATE:</b>	<b>March 29, 2016</b>

## DUTIES/RESPONSIBILITIES:

Under the general direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams, to implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent performs a variety of consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical projects; and consults with experts in the field.

The incumbent plans, organizes, implements, and reports on the Electric Program Investment Charge (EPIC) Program activities relating to the development of clean and affordable electricity generation. The goal of the EPIC Program is to fund electric public interest investments that provide electricity ratepayer benefits, defined as promoting greater system reliability, lower system costs and increased safety.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Project Funding Agreement Development and Review. Individually or as a member of a team, the incumbent will lead R&D staff in the development of the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. In addition, the incumbent will schedule and lead team meetings with the Legal Office, Contracts Office or Grants and Loans Office and the R&D Project Manager to review and approve completed funding agreement packages.

Contract Streamlining. The incumbent will create new forms and templates, as needed, to streamline the funding agreement process. The incumbent will independently assess when templates need to be revised. The incumbent will be independently responsible to ensure that the revised templates meet or exceed the expectations set by the Legal Office, Contracts Office, and/or the Grants and Loans Office. The incumbent will correct the Project Information

Management System (PIMS) database files for future agreements and work with PIMS to update and modify the business application process, as needed.

- Contract Management. The incumbent will prepare the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement and contract document. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices, and, if necessary, dispute a particular invoice; review work conducted by the contractor; and make site visits. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the contract status.
- Research Results Dissemination. Oversees the finalization of the most complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meet the state's energy policies and goals.
- Analyze Reports. The incumbent will independently analyze technical reports and consult with senior division management regarding potential changes to the technical information.
- Policy and Planning Analysis. As a member of a team, the incumbent will perform management analyses related to the R&D Program to be used in developing program and policy recommendations for consideration by Office and Division management, R&D Program Area Leads and Commissioners. The incumbent will prepare reports on R&D Program policy issues. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the status of the analysis.
- Other Duties as Required. Consistent with the specification of the classification.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

#### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #330-320 and Position #3300-5393-804 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the*

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. California relay (telephone) service for the deaf and hearing impaired, From \*TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 \*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

*application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services (RPA 330-320)  
Personnel Office  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

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